JUL 2 0 2004

DAIM-ZA

MEMORANDUM FOR Director, Installation Management Agency (IMA), ATTN: SFIM-PL, 2511 Jefferson Davis Highway, Arlington, Virginia 22202-3926

SUBJECT: Army Communities of Excellence (ACOE) Program Policy for FY05

1. References:

    a. AR 5-1, Total Army Quality Management, 15 March 2002.

    b. Strategic Management and Innovations Division (SMID) publication, Army Performance Improvement Criteria (APIC) 2004.

2. Background. Subject policy ensures all installations/communities/Army National Guard State Area Commands (STARCs) and Unites States Army Reserve (USAR) Regional Readiness Commands (RRCs) have an equal opportunity to compete. In addition, it refines ACOE award structure from an on/off year cycle to a consistent $5.25M annual award cycle. Request IMA implement FY05 revised policy, as presented below. Paragraph three addresses program structure and paragraph four addresses IMA responsibilities.

3. Program Structure.

    a. Recognition/Awards. In FY05, there will be five recipients: three overall Army installation/community winners (1st place, $2M; 2nd place, $1M; 3rd place, $750K), one ARNG State Area Command ($750K), and one USAR RRC ($750K).

    b. Eligibility Requirements. To be eligible to compete for the Chief of Staff (CSA) ACOE Awards for installations/communities, participants must be an Army (Garrison, Area Support Group or Base Support Battalion) community owning and/or managing real property, and providing the majority of 95 base support services. The ARNG and USAR program is open to 54 ARNG STARCs and 12 USAR RRCs.

    c. Special Requirements. ACOE submissions and Commander's validation cover letter must address the following requirements:

        (1) Approved master planner or viable master planning capability, and real property planning components maintained IAW AR 210-20.

(2) Investigation of all "open" environmental Notices of Violation (NOVs).

(3) Real Property management controls in place consistent with AR 405-45.

d. Activity Base Costing (ABC). ACOE submissions and Commander's validation cover letter for the active component installations/communities must validate full implementation of ABC in FY04. ARNG STARCs and USAR RRCs are exempt from this requirement.

e. ACOE participation. All ACOE submissions must be based on an Army Performance Improvement Criteria (APIC) self-assessment. Participation is voluntary for all Army installations/communities, ARNG STARCs and USAR RRCs in FY05.

f. APIC Self-Assessment Requirement. In FY04, each installation must prepare a self-assessment and report completion date to HQ, IMA no later than 31 Dec 04. Self-assessments measure your organization's strengths and opportunities for improvement. Guidelines for self-assessment can be found in the APIC criteria. Self-assessments are voluntary for ARNG STARCs and USAR RRCs.

4. Responsibilities. IMA is responsible for evaluating ACOE submissions and arranging and conducting the ACOE award ceremony.

a. Evaluation of ACOE Submissions. Region Program Managers will submit their top three applications to HQ IMA for review NLT 1 Oct 04. USAR and ARNG will each submit their top application to IMA on 1 Oct 04. IMA will review all applications to ensure that eligibility and special requirements are met. Request IMA (SFIM-PL) conduct an equitable, consistent and objective evaluation process to determine overall top Army winners using APIC, augmented by an ACOE appendix. HQ IMA will:

(1) Establish examiner quotas by region IAW number of ACOE submissions.

(2) Provide installations/communities, ARNG STARCs and USAR RRCs guidance on preparing a submission consistent with eligibility, special, and participation requirements shown in paragraph 3.

(3) Establish submission suspense and evaluation milestones to ensure completion of ACOE evaluation and report of winners to OACSIM by 11 Feb 05.

(4) Ensure that USAR installations/communities compete in their assigned regions.

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(5) Present recommendations for any additional special requirements for submissions to OACSIM for review.
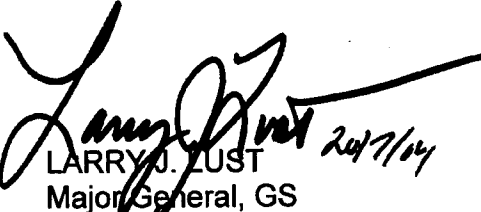
(6) Present ACOE recommended finalists, through OACSIM, to the Director of the Army Staff (DAS) for approval each year.

b. Award Ceremony. The award ceremony is a high profile event. IMA is responsible for planning and executing a ceremony appropriate for HQDA recognition of Installation Management excellence. IMA is also responsible for working with and supporting the OSD CINC award ceremony, which recognizes the best installation for each service.

(1) IMA will schedule meetings, prepare briefings, and read-aheads, to inform DACSIM/ACSIM, on ceremony progress (e.g., timelines, announcement of winners, calendar request for CSA to speak, and all other pertinent planning documents).

(2) Submit above tasks to OACSIM (DAIM-MD) for staffing 3 days prior to meeting.

5. Mrs. Wildanger is the OACSIM program manager for ACOE, (703) 601-2530, email: Yvonne.Wildanger@hqda.army.mil and is available to assist with developing ACOE program operating instructions.

LARRY J. LUST
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CF:
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